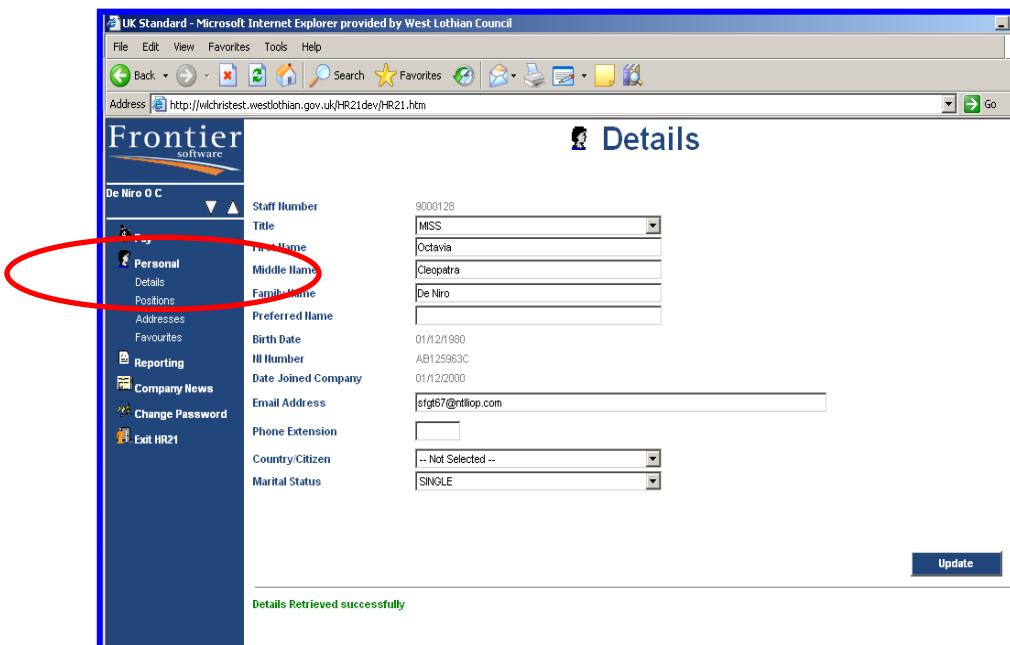


HR21v2 User Guide

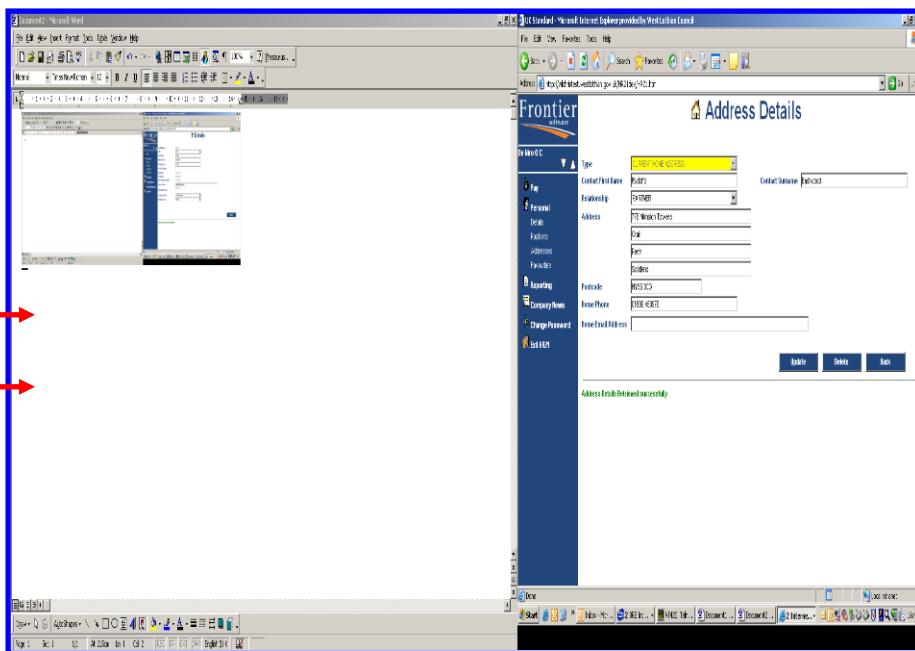
When you log into HR21 you will be taken to the HR21 News screen



To change your name click "Personal" then "Details" on menu at the left of the screen. Make the changes and click "Update".



To change your address click “Personal” then “Addresses” on menu at the left of the screen. Make the changes and click “Update”.



To view your payment history click “Pay” then “Pay History”. Choose the payment you want to see and click view.

The screenshot shows a Microsoft Internet Explorer window with the title 'UK Standard - Microsoft Internet Explorer provided by West Lothian Council'. The main content area displays the 'Pay History' screen of the Frontier software. On the left, a vertical sidebar menu includes 'Pay' (selected), 'Last Pay Details', 'Tax Details', 'Bank Details', 'Allowances', 'Salary History', 'Deductions', 'Pay History' (selected), 'Pension', 'Personal', 'Reporting', 'Company News', 'Change Password', and 'Exit HR21'. The right side shows a table titled 'Pay History' with columns: Pay Date, Run Number, Gross Amount, Taxable Amount, and Net Amount. The table lists several entries from 2006 and 2007. At the bottom are 'View', 'Generate', and 'Next' buttons. A message 'Pay History Retrieved successfully' is displayed at the bottom of the table area.

Pay Date	Run Number	Gross Amount	Taxable Amount	Net Amount
30/07/2007	3371	2789.50	2789.50	1880.66
28/06/2007	3354	3079.97	2789.50	1935.72
30/05/2007	3329	2789.50	2789.50	1881.45
27/04/2007	3313	2789.50	2789.50	1879.86
29/03/2007	3290	2730.30	2721.50	1840.22
27/02/2007	3269	2721.50	2721.50	1831.43
23/01/2007	3250	2721.50	2721.50	1831.44
20/12/2006	3236	2721.50	2721.50	1831.20
29/11/2006	3214	2721.50	2721.50	1831.43
30/10/2006	3196	2735.31	2721.50	1845.25
28/09/2006	3174	2721.50	2721.50	1831.42
30/08/2006	3153	2991.68	2721.50	2021.14

To print the payslip click “Generate” then go to “Reporting” and “View Reports” choose the report you want and click “View” you will then be prompted to print.
To view your salary history click “Pay” then “Salary History”

The screenshot shows a Microsoft Internet Explorer window titled "UK Standard - Microsoft Internet Explorer provided by West Lothian Council". The address bar shows the URL <http://wlchristest.westlothian.gov.uk/HR21dev/HR21.htm>. The main content area is titled "Salary History". On the left, there is a vertical navigation menu with icons and labels: "De Niro O C", "Pay" (selected), "Last Pays Details", "Tax Details", "Bank Details", "Allowances", "Salary History" (highlighted with a red arrow), "Deductions", "Pay History", "Pension", "Personal", "Reporting", "Company News", "Change Password", and "Exit HR21". The "Salary History" section displays a table with columns: Date, Class, Annual, Monthly, and Hourly. The table data is as follows:

Date	Class	Annual	Monthly	Hourly
01/04/2007	SENIOR GRADE 3	33474.00	2789.50	17.88
01/04/2006	SENIOR GRADE 3	32658.00	2721.50	17.45
01/04/2005	SENIOR GRADE 3	31860.00	2655.00	17.02
01/04/2004	SENIOR GRADE 3	30948.00	2579.00	16.53
01/04/2003	SENIOR GRADE 3	30660.00	2505.00	16.06
01/04/2002	SENIOR GRADE 3	28904.00	2408.67	15.44
01/03/2002	SENIOR GRADE 3	28187.00	2348.92	15.06
01/04/2001	SENIOR GRADE 3	27687.00	2307.25	14.79
01/02/2001	SENIOR GRADE 3	26979.00	2248.25	14.41
01/10/2000	SENIOR GRADE 3	26193.00	2182.75	13.99
01/06/2000	SENIOR GRADE 3	25935.00	2161.25	13.85
01/04/2000	SENIOR GRADE 2	25284.00	2107.00	13.51

A green message at the bottom says "Salary History Retrieved successfully". A blue "Next" button is visible at the bottom right.

To log out of the system click “Exit.”

Remember to log out – do not leave your personal details open for others to see or change!

The screenshot shows a Microsoft Internet Explorer window titled "UK Standard - Microsoft Internet Explorer provided by West Lothian Council". The address bar shows the URL <http://wlchristest.westlothian.gov.uk/HR21dev/HR21.htm>. The main content area is titled "Company News". On the left, there is a vertical navigation menu with icons and labels: "De Niro O C", "Pay", "Personal", "Reporting", "Company News" (selected), "Change Password", and "Exit HR21". The "Company News" section contains a "Welcome" message: "Please ensure you do not allow anyone access to your information. Change your password on a regular basis, ensure no-one can guess your password. Always close HR21 down before leaving your desk or accessing another system." It also includes sections for "MyToolkit" and "HR21 Enquiries". A red circle highlights the "Exit HR21" link. A green message at the bottom says "Company News Retrieved successfully". A blue "Next" button is visible at the bottom right.